

## APPENDIX 3

# SAMPLE BUSINESS CONTINUITY PLANNING STEPS AND ISSUES

This is a **sample** list and is not intended to be all-inclusive.

1. Establish a Business Resumption Planning Committee

- Project Leader
- Project Plan/Control
- Committee Selection
- Assign Responsibilities
- Regular Committee Meetings
- Periodic Management Briefings

2. Perform a Business Resumption Capability Assessment - if a disruption were to occur today, how quickly and fully could you resume business/services

- Security Check List
- Recovery Analysis
- Task Assignments

3. Perform a Risk Analysis

- Risk Assessment
- Risk Management
- Evaluate Threats
- Establish Controls
- Review Security Measures

4. Analyze and Define Requirements for Recovery

- Hardware
- Software - system and application software
- Communications
- Back-up Data
- Physical Facility
- Vendor Support
- Inter-Campus or Commonwealth Agency (MITC) Support
- Personnel
- Security
- Office Equipment

Forms/Paper Supplies  
Logistics  
Storage  
Funding/Purchase Orders

5. Design and Document the BRP for Recovery Operations

Organization  
Damage Assessment Team  
User Liaison Team (if needed)  
Communications Team  
Operations Team  
Security/Back-up Team  
System Software Team  
Procurement Team  
Facilities Team  
Identify Processes Required  
Develop Procedures (by team)  
Risk Manager or University Audit Review and Approval

6. Conduct BRP Implementation Training

Select Training Topics - emergency procedures, use of fire extinguishers, backup retrieval, etc.  
Select Instructors  
Develop Training Material  
Risk Management  
Procedures  
Select Personnel for Training  
Train Personnel

7. Test the BRP

Frequency - at least annually  
Develop a Test Plan/Script  
Test Scenario  
Evaluation and Reporting  
Follow-up

8. Maintain and Update the BRP

Follow-up BRP Test  
Report Test Results to Risk Manager  
Institute Controls/Changes - environmental, procedural, personnel, training, etc.